



Your Wedding at the Cathedral of the Madeleine

Dear Couple:

Congratulations as you prepare yourselves for the Sacrament of Matrimony. The following guidelines, based on many years of experience, will help insure that your wedding is a wonderful affair. **Please read them carefully.** Sometimes couples will have certain ideas for their wedding, which would be contrary to a cathedral setting. These ideas need not be labeled right or wrong, but simply contrary to a cathedral setting, and perhaps another location would be more suitable. For this reason, it is important that you read these guidelines and consider them before finalizing your decision.

Here is what you need to do to reserve a wedding date at the Cathedral:

First, read the guidelines and determine that you are in complete agreement with them. Choose an available date. **Note that weddings are performed only on Saturdays at 11 a.m. and 1:30 p.m.** These dates are not available during the seasons of Advent and Lent or on concert weekends at the Cathedral. **To check available dates, contact Karina Del Castillo at 328-8941, ext. 115 or email at kdelcastillo@utcotm.org.** If the date is open, we do not “pencil it in”. Next, if you are not a registered, contributing Cathedral of the Madeleine parishioner for at least 18 months, you must check with your own parish church to arrange for a priest or deacon to prepare you for marriage and agree to come to the Cathedral to perform your marriage rite. Information and signatures are required on the attached scheduling form. You will also need your pastor’s consent to be married, even if he is not officiating. You need to be attached to a parish. If you are new to the area, you will need to first make that decision. **Individuals registered less than 18 months from the time you inquired about the wedding are considered non-parishioners.**

Finally, complete and mail the scheduling form (page 3 only) with a nonrefundable deposit check for 50% of the total fee (**Regularly Contributing Cathedral parishioners, registered for at least 18 months: \$700.00. Non-Cathedral parishioners: \$1,350.00**). This fee includes the cathedral organist, cantor, sexton, rehearsal and processional coordinator, as well as a printed program/worship aid and cathedral overhead. Please note that the fee does not include a gift you may wish to make to the priest or deacon officiating at your wedding.

Completed material should be sent to:

**The Cathedral of the Madeleine
Attn: Karina Del Castillo
331 East South Temple
Salt Lake City, UT 84111**

revised: 7/01/14-aml

General Information

MARRIAGE PREPARATION: This is intended to assist couples in preparing for a Christian Sacramental Marriage in a thorough and responsible manner. A primary purpose of preparation is to facilitate communications between the couple. This is why the diocesan policy suggests that a six-month notice be given to the parish. Residents of the Cathedral parish or nonresidents registered and active at the Cathedral for 18 months may be married at the Cathedral. Others requesting marriage need to contact the priest at your own parish of registry. Parish priests are responsible for the sacramental preparation. You must belong to a parish to be married.

DOCUMENTS: There are certain documents that must be obtained for marriage. Some will be completed through your parish priest. These documents include: Pre-Nuptial Questionnaire, Freedom Affidavits, Baptismal certificates, issued from church of baptism, and dated within six months. Dispensations, which require documentation and annulments of previous marriage, which require a minimum of nine months, if granted, can be facilitated by your parish priest. Marriage License, which is a civil document, and must be obtained from the County Clerk within 30 days of the marriage. The Salt Lake County Clerk is located at 2001 South State Street, South Building, 2nd floor.

The Diocese of Salt Lake City required that the couples attend the Engaged Encounter weekend or Cathedral wedding classes and the Natural Family Planning Class, both of which issues a certificate to be included with the documents submitted to the Cathedral prior to the wedding. These last two activities function to form and facilitate communication between you as a couple and may not be excused by your priest, if you wish to have your wedding at the Cathedral.

FEES: A wedding date will not be reserved and/or guaranteed until the **completely** signed form and a deposit check made out to Cathedral of the Madeleine is mailed to the Cathedral. **The deposit is to be 50% of the wedding fee (\$700.00 for regularly contributing Cathedral parishioners who have been registered for at least 18 months from the time you inquired about the wedding and \$1,350.00 for non-Cathedral parishioners).** Please note that it is not refundable should you cancel. We will assist you to reschedule when necessary. The remainder of the fee and other forms must be at the Cathedral three weeks prior to the wedding to guarantee your specific wishes for the ceremony.

Please note: None of these fees go to the officiating priest or deacon. If you wish to make a gift to the **presider, it should be done separately and must be clearly indicated as a personal gift.**

SCHEDULING: This page and cover page should fulfill the needed information. The times for rehearsals are important as only 60 minutes is allotted due to events at the Cathedral that follow them. **Please be on time.** Likewise, a wedding scheduled at 11 a.m., with photo opportunity following, must conclude at 12:30 p.m. A wedding scheduled at 1:30 p.m., with photo opportunity following, must conclude at 3:00 p.m.

REHEARSAL: Should you employ an outside wedding coordinator, their position ceases within the Cathedral. The Cathedral coordinator will guide the rehearsal and the wedding day processional. **The marriage license must be given to the coordinator at the rehearsal.** The order of the entrance processional is determined by the options available in the ritual and may be discussed with the coordinator. If you desire a lector or gift bearers of your own, they need to be present and practice with the coordinator. Only the bride, groom, and two witnesses of documentation (over age 18) will be seated on sides of altar in the sanctuary. Bridal room is provided and must be returned cleaned. With the exception of water, no food or drink allowed in dressing area.

Cathedral Wedding Scheduling Form

Submit this form and deposit check to secure wedding date. Your canceled check is your receipt.

Groom _____
Address _____
Home Telephone _____ Work _____ Cell _____ Email _____

Bride _____
Address _____
Home Telephone _____ Work _____ Cell _____ Email _____

We have read the marriage guidelines and agree to follow them. Enclosed is our nonrefundable deposit, which is one-half of the total payment.

Please Sign AND Date: (Groom) _____ (Bride) _____

Date recorded at Cathedral (office only) _____

WEDDING DETAILS:

WEDDING DATE: Saturday, _____ Time: 11:00 a.m. _____ or 1:30 p.m. _____
REHEARSAL DATE: Friday, _____ Time: 3:45 p.m. _____ or 6:30 p.m. _____

Note: The rehearsal date is always the night before your wedding

MARRIAGE RITE: Within Mass (both parties must be Catholic) _____
Without Mass (one party non-Catholic) _____

LANGUAGE: Please choose which language you would like your Mass/Marriage Rite ceremony in:
English _____ Spanish _____ Bilingual _____

Marriage will be performed by _____
(print name of priest or deacon)

CATHEDRAL PARISHONERS ONLY (please read carefully and fill out COMPLETELY.)

CONSENT by Cathedral of the Madeleine priest or deacon to officiate at the Cathedral wedding of the above party on the date and time specified.

Signature _____ Date _____

NON-CATHEDRAL PARISHONERS ONLY (please read carefully and fill out COMPLETELY):

CONSENT by non-Cathedral priest or deacon to officiate at a wedding at the Cathedral: I am familiar with the guidelines and agree to officiate at the wedding of the above party on the date and time specified:

Signature _____ Date _____

CONSENT for non-Cathedral parishioner to be married at the Cathedral (to be signed by your pastor):

(Groom) _____ is a parishioner of _____
(name of person to be married) (name and location of parish)
and is being granted permission to receive the Sacrament of Marriage at the Cathedral.

(Bride) _____ is a parishioner of _____
(name of person to be married) (name and location of parish)
and is being granted permission to receive the Sacrament of Marriage at the Cathedral.

Pastor's name & Signature (Groom) _____ Date _____
Pastor's name & Signature (Bride) _____ Date _____

Cathedral Guidelines for Photography/Video

These guidelines must be adhered to and should be given to all photographers.

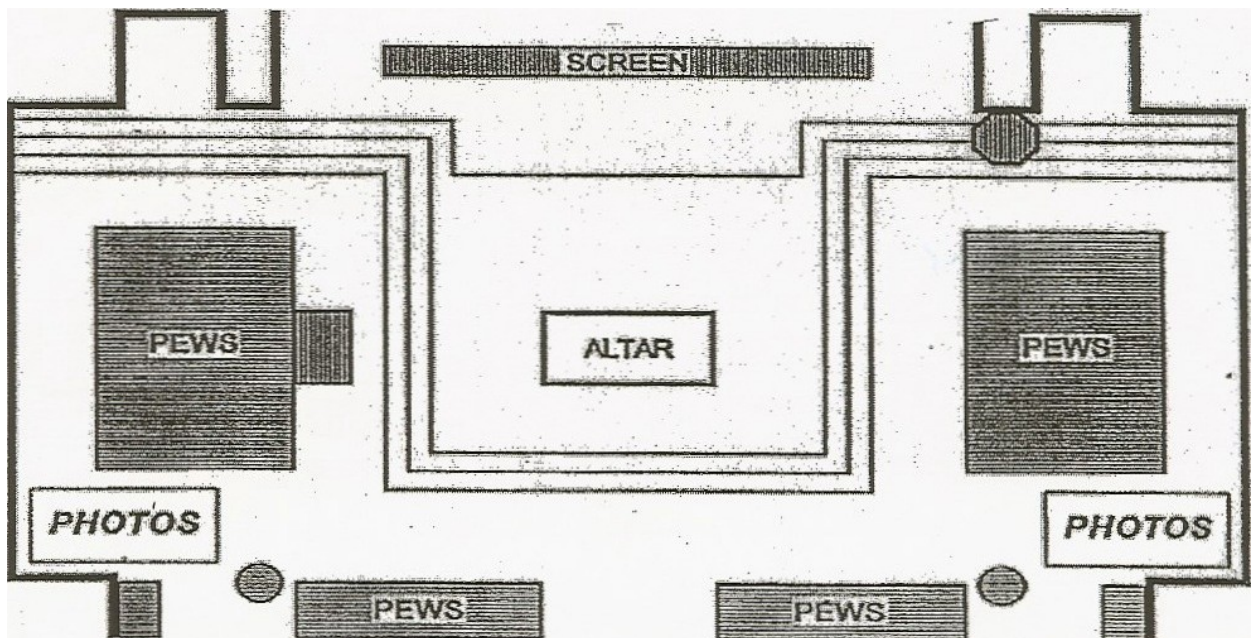
The liturgy during which you celebrate your marriage is a sacred moment. The Cathedral Church itself is a very sacred space. Understood is your desire to record this time for memory. However, it is important that the sacred nature of this time and space be respected. Every effort should be made to let wedding guests, particularly the wedding party, know that picture taking and filming is discouraged and properly left to professional photographer(s) hired for the occasion. We cannot allow the sacred nature of this day to be impaired by photo and taping equipment and those who operate it.

During the wedding photography is not allowed in the sanctuary area. Professional photography should be done discreetly and without flash. Photographers are not free to roam around during the liturgy, but should take photos from the back of the church, behind the pews, and from areas indicated in the below diagram. Suggestion: the east transept of the cathedral, marked "PHOTOS" below, is a good location for photography, as it permits you some liberty to move about without disturbing the congregation.

If video equipment is set up, it must remain in place throughout the ceremony. Best opportunity is east side "PHOTOS," as indicated above.

After the wedding, the church is available for posed pictures in the sanctuary for one-half hour. This is the reason why there should be no receiving line at the Cathedral. There are Cathedral activities that follow the weddings, so time is restricted.

PLEASE RESPECT THE FACT THAT YOU ARE IN A SACRED SPACE



Cathedral Guidelines for Wedding Decoration

Please read these and then provide your florist with them

The Cathedral is highly ornamented with color and therefore does not require much floral addition. Should you wish to use flowers please limit them to the corners of the altar steps. They should not be excessively high or on pedestals as that will block the viewpoint on the wedding party seated in the sanctuary. Flowers are not permitted in front of the main altar.

Floral arrangements may be left in the church to enhance parish worship. You may, of course, remove them for further use at your reception.

Plastic or silk flowers are not allowed.

Fire prevention prohibits candle stands in the aisles and near the altar other than those required for liturgy.

The use of carpet runners are not permitted as they are potentially dangerous and can cause falls.

For safety reasons, the use of rice or birdseed is not allowed within the Cathedral or on the church steps. The use of any other congratulatory measure must be offered at the outside doors and may not be distributed within the Cathedral and particularly during liturgy.

Balloons may not be used inside the Cathedral as they are difficult to control and impossible to remove from the ceiling. Metallic balloons released out of doors are potential hazards when settling in utility wires.

Flowers and bows may not be attached to the ends of the pews.
No ribbons or other decorations are allowed.

The “unity candle” is a commercial product of which no mention is made in the Catholic Rite of Marriage. It has no legitimate history or tradition behind it. Therefore we do not include it in wedding celebrated at the Cathedral.

